

CONDUCT OF ENGINEERING
MANUAL (COEM)

TABLE OF CONTENTS
REVISION 71 (05/20/99)
PAGE 1 OF 3

COEM VOLUME 1

REV DATE

Table of Contents

TABLE OF CONTENTS

71 5/20/99 JB
70 02/25/99

Glossary

GLOSSARY

16 11/25/97

Document Control Process

1 W56-COEM-AMN 101 Site Design Document Control
Rev 1 Ch 1
Rev 1 Ch 2

1 01/01/99
02/25/99
05/11/99

Operations Support

1-W59 COEM-AMN 161 Preparation Review and Approval of System Evaluation Reports
Rev 1 Chg 1

1 01/21/98
07/02/98

COEM VOLUME 2

REV DATE

1-V51-COEM DES 210 Design Process Requirements
Rev 4 Ch 1
Rev 4 Ch 2
Rev 4 Ch 3

4 01/15/99
02/18/99
02/25/99
04/29/99

Planning, Budgets, & Procurement

2-C93 COEM DES 273 Engineering Standards for Procurement

1 04/30/99

CONTROLLED DOCUMENT
(If numbered in red ink black numbering
indicates information only copy)

SW-A-003208

PADC-1996-00818

ADMIN RECCRD 1/12

3/2
Copy Number

COEM VOLUME 3

REV. DATE

Directives

Project Conception & Request

2-F32-COEM-PMG-301	Introduction to the Construction Project Management System	0	07/18/95
	96-DMR-000126		02/05/96
2-L92-COEM-PMG-302	Overview to Quality, Environmental, Davis-Bacon, Security, and Safety and Health Requirements for Project Managers	0	07/18/95
	96-DMR-000127		02/05/96
3-L82-COEM-PMG-303	Project Initiation Guide	0	04/14/95
3-P31-COEM-PMG-307	Project Data Sheet (PDS) Preparation Guide	0	04/14/95

Scope Development, Planning, Funding

3-K08-COEM-PMG-309	Operational Requirements Document (ORD)	0	10/01/94
	96-DMR-000128		02/05/96
3-P32-COEM-PMG-311	Scope and Estimate	0	10/01/94
3-L82-COEM-PMG-315	Line Item Budget Process Guide	0	04/14/95
3-L01-COEM-PMG-317	Work Breakdown Structure	0	10/01/94
3-L76-COEM-PMG-319	Scheduling	0	10/01/94
2-H36-COEM-PMG-321	Project Risk Management	0	07/18/95
3-K78-COEM-PMG-323	Preparation of Project Management Plan/Work Package	0	10/01/94
2-P33-COEM-PMG-325	Engineering Subcontracting Guide	0	07/18/95
	96-DMR-000129		02/05/96
2-M54-COEM-PMG-327	Government Furnished Equipment (GFE)	0	07/18/95
	96-DMR-000130		02/05/96

Detailed Design

Procurement & Construction

Close-out & Turnover

3-L88-COEM-PMG-331	Project Closeout and Turnover	0	10/01/94
	96-DMR-000131		02/05/96

Administrative

3-M02-COEM-PMG-333	Baseline Management	0	10/01/94
3-P35-COEM-PMG-335	Baseline Change Proposal Guide	0	04/14/95
3-L89-COEM-PMG-337	Cost Estimating	0	10/01/94
3-P29-COEM-PMG-339	Reporting and Reviews Guide	0	10/01/94
3-M49-COEM-PMG-341	Construction Management Review Guide	0	04/14/95
ENG-PILOT-PM-009	Project Summary Report (Pilot)	0	08/05/94
3-P36-COEM-PMG-345	Project Control/Management Control System Interface	0	10/01/94
3-M55-COEM-PMG-346	Progress Tracking System/4700.1 Report Guide	0	04/14/95
2-P38-COEM-PMG-349	Records and Document Management for Authorization Projects	0	07/18/95
	96-DMR-000132		02/05/96
ENG-PILOT-PM-011	Transfer of Project Management (Pilot)	0	08/31/94

	Glossary of Project Management Terms	0	10/01/94
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COEM VOLUME 4

REV DATE

Directives

Roles and Responsibilities

Administrative Controls and Procedures

4 02C-COEM CMG-402	Project Records Management	0	03/10/95
	96 DMR 000861		07/18/95
4 03C COEM-CMG-403	Evaluation of Non Conforming Conditions	0	03/10/95
4 04C COEM CMG-404	Excavations and Soil Disturbances	0	06/01/94
4-05C COEM CMG 405	Davis/Bacon Covered Task Orders	0	03/10/95
4 06C COEM CMG-406	Construction Management Control of Government		
	Furnished Equipment (GFE)	0	05/31/95
4 07C-COEM CMG-407	Construction Subcontracting	0	03/10/95
4-08C-COEM CMG 408	Subcontractor Submittals	0	03/10/95
4 09C COEM CMG 409	Construction Field Changes	1	04/28/95
	96-DMR 000106		02/05/96
4 10C COEM CMG 410	Construction Daily Log Book	0	08/05/94
4 11C COEM CMG 411	Weekly Status Report	0	03/10/95
4 12C COEM CMG-412	Subcontractor s Application for Payment	0	03/10/95
4 13C COEM CMG 413	Support Services for Construction Projects	0	03/10/95
4 14C COEM CMG 414	Construction Management Line Control Safety	0	05/31/95

Test Phase

4 15C-COEM CMG-415	Construction Management Responsibilities for Component Checkout and Systems Operations Testing	0	05/31/95
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Project Close-out Phase

4 16C COEM CMG-416	Performance Measurements	0	03/10/95
17C COEM CMG-417	Construction Closeout	1	05/20/99

Rocky Flats
Environmental Technology Site

17C-COEM-CMG-417

REVISION 1

CONSTRUCTION CLOSEOUT

APPROVED BY *M. E. Witherspoon* M. E. Witherspoon 3/22/99
Michael E Witherspoon Print Name Date

Responsible Organization Closure Projects Effective Date 4/22/99

CONCURRENCE BY THE FOLLOWING DISCIPLINES IS DOCUMENTED IN THE
PROCEDURE HISTORY FILE

CONSTRUCTION MANAGEMENT

USE CATEGORY 3

ORC review not required

The following has been incorporated in this revision

Reviewed for Classification/UCNI

By

Date

K. A. [signature] CMG
3/23/99

Periodic review frequency 4 years from the effective date

PADC-1999-02302

CONTROLLED COPY

04/22/99

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Effective Date</u>	<u>Pages</u>	<u>Effective Date</u>
1-9	4/22/99		

TOTAL NUMBER
OF PAGES 9

TABLE OF CONTENTS

Section	Page
1 0 PURPOSE	4
2 0 SCOPE 4	
3 0 DEFINITIONS	4
4 0 ACCEPTANCE SIGNATURES	5
4 1 Beneficial Occupancy	5
4 2 Project Acceptance and Transfer	5
5 0 INSTRUCTIONS	6
5 1 Project Beneficial Occupancy	6
5 2 Project Acceptance and Transfer	6
6 0 REFERENCES	7
 <u>Appendix</u>	
Appendix 1, Project Beneficial Occupancy Notice	8
Appendix 2, Project Acceptance and Transfer	9

1 0 PURPOSE

This procedure provides the required steps and designates responsibilities for processing the documents required for project transfer from construction to the facility manager or Landlord

2 0 SCOPE

This procedure applies to all construction projects (including Decontamination and Decommissioning and Environmental Remediation projects) at the Rocky Flats Technology Site (RFETS) and addresses Project Beneficial Occupancy and Project Acceptance and Transfer

When used in this procedure, the word **SHALL** identifies requirements that are mandatory. The word **SHOULD** indicates a recommendation that is based on standards and good best management practices

3 0 DEFINITIONS**Beneficial Occupancy**

The process by which the Facility Manager or Landlord takes possession of a project area (e.g. facility, process, site) or a portion of a project area. Beneficial Occupancy is documented on a Project Beneficial Occupancy Notice (BON) (Appendix 1)

Project Acceptance and Transfer The process by which the Facility Manager or Landlord takes possession following completion of all activities including any punchlist items and final inspection of the project area to verify completion and compliance to the contract plans and specifications. Project Acceptance and Transfer is documented on a Project Acceptance and Transfer form (Appendix 2)

Substantially complete The stage in the process of the work/project or designated portion thereof, at which the project is sufficiently complete in accordance with the subcontract documents and acceptance criteria and the work project area can be occupied or utilized for its intended use

NOTE The requirements for "substantially complete" should be negotiated between the Project Manager or designee, the Design authority and the Facility manager or

Landlord and concurred with by the Contract Technical Representative after design is completed and before construction begins

4 0 ACCEPTANCE SIGNATURES

4 1 Beneficial Occupancy

The BON is used to certify that the project area is available for its intended use and is therefore "substantially complete" It allows for occupation and/or use of the project area, however, there may be some restrictions. Accompanying the BON SHALL be a punchlist of remaining activities to be completed, a schedule for completions, and a cost estimate to complete the punchlist.

[1] The signature of the Project Manager or designee certifies the physical completion of the work to the drawings, specifications, and contract documents, with the exception of the punchlist items.

[2] The signature of the Design Authority certifies the design in place is as-built; conforms to Design Criteria and the Technical Authority documents cited in the statement of work, Nonconformance Reports (NCRs) have been dispositioned, and any issues of non-conformance that might effect the BIO/SER have been forwarded to the Facility Manager for concurrence with disposition.

[3] The signature of the Facility Manager or Landlord certifies the project area is "substantially complete" and can be utilized for its intended use.

4 2 Project Acceptance and Transfer

[1] The signature of the Project Manager or designee certifies the physical completion of the work to the drawings, specifications and contract documents

[2] The signature of the Design Authority certifies the design in place is as-built and conforms to Design Criteria and Technical authority documents cited in the Statement of Work, with the exception of the punchlist items.

[3] The signature of the Facility Manager or Landlord certifies the Design Criteria which were forwarded to the Design Agent and constructor have been reflected in the physical completion.

5 0 INSTRUCTIONS**5 1 Project Beneficial Occupancy**

[1] The Project Manager or designee **SHALL** schedule a Beneficial Occupancy walkthrough inspection with all Required Approvers and other department representatives as necessary and appropriate

NOTE The Project Execution Plan should establish any other required approval signatories beyond those designated by this procedure

[2] The Project Manager or designee **SHALL** prepare a punchlist of discrepancies that require correction before PA&T can be accomplished

[3] The Project Manager or designee **SHALL** secure the signatures of The Required Approvers in the Required Approvals section for the Project Beneficial Occupancy Notice

[4] The Project Manager or designee **SHALL** deliver the punchlist to the Subcontract Administrator for transmittal to the subcontractor with a request for a schedule and a cost estimate to correct all deficiencies identified on the punchlist

[5] The Project Manager or designee **SHALL** attach the punchlist to the Project Beneficial Occupancy Notice and forward copies to the Required Approvers and required distribution (Appendix 1)

5 2 Project Acceptance and Transfer

NOTE Project Acceptance and Transfer is used when deficiencies have been corrected to the satisfaction of the Required Approvers

[1] The Project manager or designee **SHALL** ensure that all Nonconformance Reports are resolved and closed and **SHALL** ensure that all punchlist deficiencies have been completed

[2] The Project manager or designee **SHALL** schedule a Project Acceptance and Transfer Walkthrough Inspection with all Required Approvers and other department representatives as necessary and appropriate

04/22/99

17C-COEM-CMG-417
REVISION 1
PAGE 7

NOTE - The Project Execution Plan should establish any other required approval signatories beyond those designated by this procedure.

[3] The Project manager or designee **SHALL** secure the signature of the Required Approvals section of the Project Acceptance and Transfer

[4] The Project manager **SHALL** forward copies of the Project Acceptance and Transfer to the Required Approvers and the required distribution (Appendix 2)

6 0 **RECORDS**

6 1 The original BON and PA&T **SHALL** be maintained by the Project Manager or designee in the Project File.

6 2 If the project is identified as being related to any product designated for the Nevada Test Site or the WIPP site, the Project Manager or designee **SHALL** disposition the completed BON and PA&T in accordance with 1-V41-RM-001, Records Management Guidance for Records Resources

7 0 **REFERENCES**

1-A65-ADM-15.01 Control of Nonconforming Items

1-V41-RM-001 Records Management Guidance for Records Resources

04/22/99

APPENDIX 1
Page 1 of 1

PROJECT BENEFICIAL OCCUPANCY NOTICE

ROCKY FLATS PLANT

PROJECT BENEFICIAL OCCUPANCY NOTICE

DATE _____	REQUIRED APPROVALS	REQUISITORS	
PROJECT _____		DISTRIBUTION	
BUILDING _____		AREA UTILITIES MANAGER	
AUTHORIZATION# _____		PLANT ALARMS	
SUB CONTRACT # _____		TELECOMMUNICATIONS	
CONTRACTOR _____	PROJECT MANAGER	FIRE PROTECTION ENGINEERING	
BENEFICIAL OCCUPANCY IS TAKEN OF THE FOLLOWING ROOMS/AREAS AND/OR EQUIPMENT OF THE REFERENCED PROJECT WITH EXCEPTIONS AS NOTED	DESIGN AUTHORITY	HEALTH & SAFETY AREA MANAGEMENT	
		ENVIRONMENTAL MANAGEMENT	
		WASTE OPERATIONS	
		CRITICALITY ENGINEERING	
		EMERGENCY PREPAREDNESS	
		SUBCONTRACTOR ADMINISTRATOR	
		PROPERTY MANAGEMENT	
		PLANT SERVICE	
THE ABOVE PROJECT WAS COMPLETED THROUGH INTEGRATED WORK CONTROL PACKAGE (IWCP)		3308	
NUMBER(S) _____			

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04/22/99

APPENDIX 2
Page 1 of 1

PROJECT ACCEPTANCE AND TRANSFER

ROCKY FLATS PLANT

PROJECT ACCEPTANCE AND TRANSFER

REQUIRED APPROVALS		REQUIRED DISTRIBUTION
FACILITY MANAGER/LANDLORD		AREA UTILITIES MANAGER
PROJECT MANAGER		PLANT ALARMS
DESIGN AUTHORITY		TELECOMMUNICATIONS
		FIRE PROTECTION ENGINEERING
		SAFEGUARDS AND SECURITY
		ENVIRONMENTAL MANAGEMENT
		HEALTH & SAFETY AREA MANAGEMENT
		WASTE OPERATIONS
		CRITICALITY ENGINEERING
		EMERGENCY PREPAREDNESS
		SUBCONTRACTOR ADMINISTRATION
		PROPERTY MANAGEMENT
		PLANT SERVICES

DATE _____

PROJECT _____

BUILDING _____

AUTHORIZATION# _____

SUBCONTRACT # _____

CONTRACTOR _____

AN INSPECTION OF THIS PROJECT REVEALS THAT IT HAS BEEN COMPLETED IN COMPLIANCE WITH THE CONTRACT PLANS AND SPECIFICATIONS.

PROJECT IS ACCEPTED FOR FINAL OCCUPANCY AND IS HEREBY TRANSFERRED TO _____ FOR OPERATION

THE ABOVE PROJECT WAS COMPLETED THROUGH INTEGRATED WORK CONTROL PACKAGES (IWCP)

NUMBER(S) _____

1148

12/12